

# Superior Court of California County of Calaveras 891 Mountain Ranch Road San Andreas, California 95249

www.calaveras.courts.ca.gov

FOR COURT USE ONLY	

### **EMPLOYMENT APPLICATION**

#### **PLEASE NOTE:**

I.

• A separate application is required for each position.

**GENERAL INFORMATION** 

• Type or print in ink.

- Complete all items on both sides of the application.
- Incomplete or illegible applications will not be considered.

It is your responsibility to keep the Calaveras Superior Court informed of any change of address or telephone number.

POSITION APPLYING FOR:  DATE:								
LAST NAME:			FIRST NAME:		MI:			
Address:					SOCIAL SEC	urity No:		
CITY:	CITY: STATE: ZIP:		HOME PHONE NO: WORK PHONE NO:					
LIST OTHER NAMES YOU HAVE	E USED:	•	1					
DO YOU FLUENTLY SPEAK A LA	ANGUAGE C	THER TH	IAN ENGLI	SH? IF YES, SPECIFY:				
II. EMPLOYMENT H	HISTORY	Y						
Give complete information for jobs h	eld during the	e past ten y	ears. Attach	additional sheets if more s	space is needed. S	Show your		
present or most recent job first. Verit	fiable volunta	ary experie	nce may be co	onsidered if job related. R	esumes will not b	e accepted		
in lieu of completing this section, bu	ıt may be atta	<i>iched</i> . Inq	uiries may be	made of your former emp	oloyers.			
EMPLOYER'S NAME & ADDI			ENT DATES	JOB TITLE	SALARY	& Hours		
		FROM	То					
					\$			
					□FT	□PT		
					Hrs/wk: _			
DUTIES:								
SUPERVISOR'S NAME & PHON	E:							
REASON FOR LEAVING:								
MAY WE CONTACT THIS EMPL	OYER?							
MAY WE CONTACT THIS EMPLAIF "NO", WHY NOT?	OYER?							

EMPLOYER'S NAME & ADDRESS	EMPLOYMI FROM	ENT DATES TO	JOB TITLE	SALARY & HOURS
				\$ □ FT □ PT Hrs/wk:
DUTIES:				
SUPERVISOR'S NAME & PHONE: REASON FOR LEAVING:				
MAY WE CONTACT THIS EMPLOYER? IF "NO", WHY NOT?				
EMPLOYED'S NAME & ADDRESS	Even over	ENTE DATEG	Lop Tray p	CALARY & HOURS
EMPLOYER'S NAME & ADDRESS	EMPLOYMI FROM	TO	JOB TITLE	SALARY & HOURS
				\$PT PT HRS/WK:
DUTIES:		<u>l</u>		111.0, 1111
SUPERVISOR'S NAME & PHONE: REASON FOR LEAVING: MAY WE CONTACT THIS EMPLOYER?				
IF "No", WHY NOT?				
EMPLOYER'S NAME & ADDRESS	EMPLOYMI FROM	ENT DATES TO	JOB TITLE	SALARY & HOURS
				\$ □ FT □ PT Hrs/wk:
DUTIES:	1	1		
SUPERVISOR'S NAME & PHONE: REASON FOR LEAVING:				
MAY WE CONTACT THIS EMPLOYER? IF "No", WHY NOT?				

111.	MISCELLANEOUS INFORMATIC	JN			
	READ FULLY. ANSWER BY CHI	ECKING YES OR NO.		YES	NO
1.	Do you have the legal right to work in the United States?	? (Court hires only U.S. citizens	and aliens		
	authorized to work in the United States. All new employ	vees will be required to complete	an I-9 form and		
	provide documentation establishing identity and employ	ment eligibility within three (3)	days of hire.)		
2.	Fidelity Bonds: Have you ever been bonded? List date	s & details:			
	Have you ever been denied a bond? List dates & details:				
	Are you presently bondable?				
3.	Have you ever been convicted, pled guilty to, or pled no	contest to any criminal offense	which resulted in		
	incarceration, probation or the imposition of a fine of gr	reater than fifty dollars, by any c	ourt, since the age		
	of 18? If yes, please note in Section 11 the date and pla	ce of each offense, the specific o	harge, the date		
	and place of conviction, or plea, and the fine or sentence	e received. A criminal record is	not necessarily a		
	bar to employment. Each case is given individual consid	deration.			
4.	Have you ever been discharged, rejected during probation	on, or resigned under pressure or	unfavorable		
	circumstances from any job or employment within the pa				
5.	Do you have a valid driver's license to operate a motor v				
	Type: DL#	State:			
6.	Are you able to perform all the essential functions of the	job for which you are applying	based on the job		
	announcement with or without reasonable accommodation				
	reasonable accommodations to disabled candidates in the				
	needs, please notify the Court by the filing date.)		• 1		
7.	Have you ever applied for this position before with the C	Calaveras Superior Court?			
8.	Have you ever been employed by Calaveras Superior Co		st details in sec. 11		
9.	Do you have relatives employed by Calaveras Superior C	<u> </u>			
10.	Please check the types of employment you are willing to		•		
11.	Use this space to clarify any of the above.		<u>v = remperary = </u>		
111	and a second of the second of				
IV.	EDUCATION, SKILLS, AND TRA	INING			
	Name, Location, Course of Study	DATES	UNITS/D	EGREE	
Call	lege or University:	FROM: / /	UNITS:(QT		
Con	lege of Offiversity.				
		To:/	DEGREE:		
·					
Coll	lege or University:	FROM: / /	UNITS:(QT	R/SEM)	_
	· ·	To: / /	DEGREE:	,	

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College or University:	FROM:// To://	UNITS:(QTR/SEM) DEGREE:
College or University:	FROM:// To://	UNITS:(QTR/SEM) DEGREE:
Graduate School:	FROM://_ To://	UNITS:(QTR/SEM) DEGREE:
Business or Trade School:	FROM://_ To://_	UNITS:(QTR/SEM) DEGREE:
Do you have a High School Diploma or G.E.D certiful If not, what is the highest grade completed?	ficate? Yes	No

Institution Where Acquired and Course Title			Length of Course		Date Completed	
List valid licenses and c Type Lic/Cert	lid licenses and certificates you hold that relate to your question or II like Lic/Cert   Issuing Agency   Reg. No or II			ations for this p  Date Issued	oosition. Expiration Da	
Type Lie/Cert	Issuing A	Agency	Reg. No of 11	7110.	Date Issued	Ехрианоп Ба
V. REFERENCES (	Give names, titles,	addresses and te	lephone numbers of th	ree pers	ons we may contact w	ho are familiar with
your competencies as they re Name / Title		n.)	mpany Name / A			Telephone #
Name / True		Co	mpany Name / /	Adare	SS	1 elephone #
T.	IDODE A N	IT NOTE	CE TO A DI	NI I C	A NIDO	
IN	IPORTAN	NT NOTI	CE TO API	PLIC	CANTS:	
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Calaveras Superior Court is an Equal Opportunity Employer and complies with applicable Federal and State laws, including anti-discrimination laws.



## CALAVERAS SUPERIOR COURT COURT OPERATIONS MANAGER SUPPLEMENTAL QUESTIONNAIRE

1.	Describe why your experience; training and/or education qualify you for the position of Court
	Operations Manger. In what operational areas do you feel you have the most experience? In what areas
	do you feel you have the least experience?

- 2. Describe your experience analyzing operational processes and recommending implementation of policies and procedure that increase efficiency and/or ensure that legal requirements are met.
- 3. Describe a major project that you have managed. Explain the scope of the project, your roles, challenges, and the outcome.
- 4. Describe your experience with personnel management and employee/labor relations. Provide an example of a challenging personnel situation that you have dealt with and the outcome.

### RECRUITMENT QUESTIONNAIRE

All applicants are asked to voluntarily provide the following information. This section will be detached from your application prior to review and will be kept separately. All information provided is strictly confidential.

Title of Position	applied for:
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OTHER\_

GENDER	AGE
Male	Under 21
Female	21-29
	30-39
ETHNIC GROUP	40-49
Choose the ethnic group with which you	50-59
most closely identify:	60 or over
White	
Black	
Asian	
Hispanic	
Pacific Islander	
American Indian/Eskimo	
Filipino	
Other	
How did you learn about this position?	
WORD OF MOUTH	
Current Employee	
Relative or friend	
Other:	
ADVERTISEMENT	
Newspaper	
Radio	
Trade or professional journal	
Community organization	